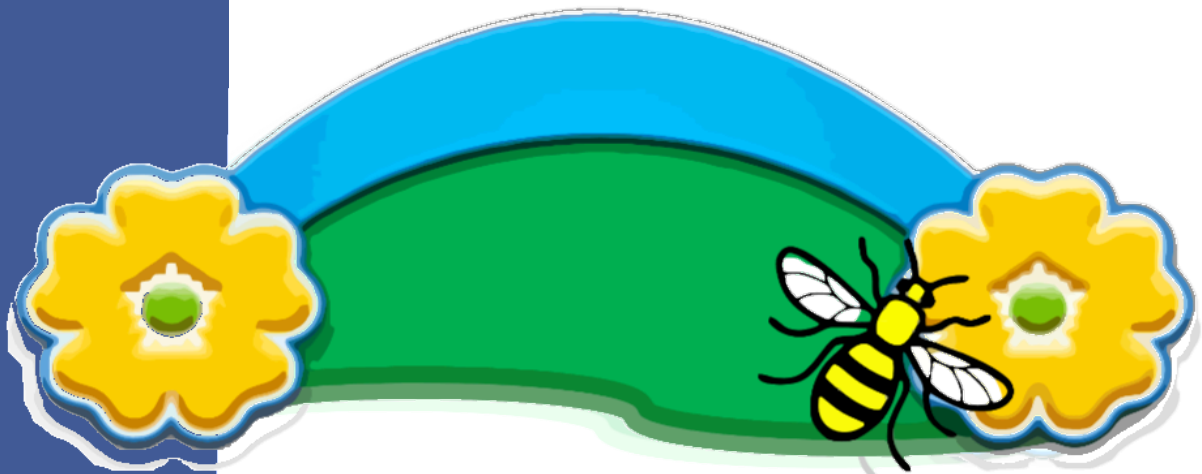


Primrose Hill Primary School Attendance Policy

June 2023



PRIMROSE HILL
Primary School

With COVID-19 Updates

Written by S Doolan in collaboration with our school's EWO.

Our school's attendance team are S Doolan, B Cummins & N Marshall

REVIEW DATE: July 2024

Attendance Policy

Primrose Hill Primary School believes that the regular education of all children, irrespective of age, gender, race or ability is a crucial factor in helping pupils to achieve the five desired outcomes for children.

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic well-Being

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Primrose Hill Community Primary School will endeavour to work alongside parents, families, local community and the Education Welfare Service to ensure that all children achieve their best possible attendance at school. There are strong links between attendance and achievement in later life. Any family experiencing difficulties in getting their children into school can see Mr Ashton – Head teacher, Miss Marshall – Deputy Head teacher or Mrs Doolan – Learning mentor.

Maintaining a high profile for attendance and punctuality

Primrose Hill Community Primary School aims to achieve a minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records.
- Maintaining clear procedures for recording lateness.
- Raise awareness of attendance issues at parents' evenings and new intake meetings.
- Ensuring unauthorised absences are dealt with promptly.
- Rewarding good attendance by rewards such as certificates during Celebration Assemblies and annual prize giving for 100% attendance.
- Applying the Whole School Attendance Policy consistently and reviewing annually.
- All new initiatives ratified by Governors.
- To continue to promote attendance with the support of the Education Welfare Officer.
- Consideration to be given to the completion of a FA (Family Assessment).

Roles and Responsibilities

Of the staff:

To ensure the strategies of the school attendance policy are adhered to by all staff.

Of the pupils:

- To understand the importance of regular school attendance and punctuality.

Of the parents/carers:

- Parents/carers must:
 - Ensure that their children achieve an attendance figure over 96%.
 - Ensure that their children arrive at school promptly – 8.55am and are collected at 3:00.
 - Keep school up to date with contact numbers and home addresses.
 - Contact school before 9.30am to report their child's absence.
 - Ensure that non-emergency medical appointments, i.e. dental checkups are made outside of school hours.
 - Ensure a leave of absence during term time is requested in writing to the Headteacher.
 - Family holidays should be taken out of term time.

Of the Local Education Authority:

- The Local Authority will provide consultation and support with school for those children with attendance below 96%. This could include:
 - advice on penalty notices
 - attendance panel meetings
 - fast track to prosecution
 - condoned truancy initiatives which includes unannounced home visits
- To work with school on devising and implementing new initiatives to promote attendance and punctuality

Procedures – Who does what and when?

- Computer Input (SIMS) is the responsibility of the Admin. Clerk and involves inputting data on a daily basis.
- Registration is the responsibility of the class teacher/learning support assistant in the teacher's absence and involves each pupil arriving at school before 8:55am. The school doors open at 8.55am and children are registered before 9.00am to avoid a 'late' mark.
- Parents who bring their children to school late will be expected to take their child into the Late Room. The child will remain there until 9.10am and will be escorted to classes together. If a child is late past 9.10am then the child will remain there until 9.20am and will be escorted to classes together. This will limit the disruption to lessons when children arrive late into class
- Any child arriving after 9.30am will receive a U code which is an unauthorised absence.
- The Admin. Clerk sends a text/phone call at 9.30am each morning to those parents whose children are absent.
- The Learning Mentor will speak to the parents of pupils who are consistently late to ascertain if there is a reason for the lateness and look at ways of trying to assist the family. If the problem continues a letter will be sent home and the Education Welfare Service will be notified at one of the regular meetings with the Learning Mentor.
- Problems relating to a pupil's attendance will be addressed by the Learning Mentor approaching the parents informally in the first instance but will be discussed with the Education Welfare Officer at their weekly consultation meetings.
- An holistic approach to tackling attendance issues will be consistently applied by school and the Education Welfare Service.

Attendance and Punctuality

- Primrose Hill Community Primary School values good attendance and punctuality. In order that every child has the opportunity to reach his/her potential regular school

attendance is a necessity. The Headteacher will decide if absence is authorised/unauthorised in accordance with our policy and all requests must be made via an absence request form.

- For religious observance there will be a maximum of 1 day allowed for each religious festival and 2 days in total in any school year unless there are extenuating circumstances.
- From 1st September 2013 amendments to The **Education (Pupil Registration) (England) Regulations 2006** remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers **may not grant** any leave of absence during term time unless there are exceptional circumstances.
- Penalty Notices will be issued to parents/carers taking their children out of school in term time (10 sessions/5 days) and they will receive a fine of £60 per child per parent/carer but increased to £120 if paid within 21 days. Any parents/carers not paying the fine will be taken to court for the offence of not sending their child to school.
- Any unauthorised absences will be automatically reported to the Education Welfare Officer and a Penalty Warning Notice will be issued.
- A medical evidence is required for illness of those children whose attendance is a cause for concern. This will be communicated to parents/carers via letter or in a meeting, otherwise absence will be recorded as unauthorised.

Punctuality is extremely important. Poor punctuality has a disruptive effect on other pupils and on the child's education. Lateness can lead to:

- Disruption to the assembly or class
- Developing bad time keeping habits
- Missing parts of their education
- Embarrassment at arriving late and entering via the front door.

Rewards for attendance:

Primrose Hill Community Primary School rewards those children who attend regularly by:

- Weekly cup awarded to the class with the best attendance.
- Badges and rewards for 100% attendance.
- Badges and rewards for 100% effort with regard to attendance.

Opportunities for informal contact: Building good relationships with families is achieved by the meeting and greeting of families in the morning by the Headteacher/Head of School and Learning Mentor.

Monitoring and Evaluation

- Primrose Hill Community Primary School will evaluate the effectiveness of its strategies by:
 - Weekly monitoring of attendance through SIMS
 - Weekly consultation with the Education Welfare Officer
 - Planning and evaluating initiatives

COVID-19 (Archive)

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term#attendance>

Some of the usual work we do in school has been heavily affected by the Coronavirus pandemic. Since returning to school we have worked hard to support our pupils with their return to school. In the first part of the Autumn term we helped parents make the right choice in sending their child back to Primrose Hill. We are now focussing attention on those families who have previously shown levels of poor attendance prior to the start of the pandemic and are working with them, and our EWO, to help improve the attendance rates of their children.

It is important that parents and carers keep up to date with the DfE guidance on schools and COVID-19. We will update this section of the policy regularly when an update has been received.

COVID-19 provisions and planning for Primrose Hill Primary School can be seen on our school website <http://www.primrosehillprimary.co.uk/information/covid-19/>

